

# Retention and Classification Report

**Agency:** Mountain West Montessori Academy (3640)

352 N. Flint Street  
Kaysville, UT 84037  
801-444-9378

**Records Officer** Emily Bejarano

28616    Accounts payable

**AGENCY:** Mountain West Montessori Academy

**SERIES:** 28616

3

**TITLE:** Accounts payable

**DATES:** 2014-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (2014)). These records document money transfers that are used to pay school district bills. Information includes check numbers, invoices, purchase orders, receiving reports, and related records.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 1.

**AUTHORIZED:** 12/31/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**AGENCY:** Mountain West Montessori Academy

**SERIES:** 28616

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public